

**Government of India
Ministry of Tourism
(Publicity Division)**

‘RECORD OF DISCUSSIONS’ OF PRE-BID MEETING HELD ON 02nd NOVEMBER, 2020 AT 11:00 HRS. FOR TENDER DOCUMENT NO :- TP-5/25/2020- dated 21/10/2020 FOR PRODUCTION OF EIGHT SHORT FILMS AND ONE MOTHER FILM ON BODH GAYA, SARNATH, KAPILAVASTU, SHRAVASTI, KUSHINAGAR, VAISHALI, RAJGIR AND SANCHI.

A Pre-bid meeting was held on **02nd November, 2020 at 11:00 Hrs.** in the Ministry of Tourism, Government of India, Transport Bhawan, 1 Parliament Street, New Delhi to clarify queries regarding the **Tender Document no TP-5/25/2020- dated 21/10/2020 –issued by Ministry of Tourism for production of eight short films and one mother film on bodh gaya, sarnath, kapilavastu, shravasti, kushinagar, vaishali, rajgir and sanchi.**

2. The meeting was attended by the representatives of the following agencies: -
 - a. Mr. Vishnu Nair, M/s Stark Communication Pvt. Ltd.
 - b. Mr. Harish Kumar Manger, M/s Indian News Company Pvt. Ltd
3. The following officers were present during the pre-bid meeting to clarify the queries raised by the agencies: -
 - a. Mr. Arun Srivastava, Deputy Director General (Publicity)
 - b. Mrs. Sita Lakshmi, Tourist Information Officer (Publicity)
 - c. Mr., Ajeet Kumar Tyagi, Tourist Information Officer (Publicity)
4. The clauses of the Tender Document were reiterated to the representatives of the agencies. Agencies were advised to submit their bids and documents strictly in accordance with the Tender Document. The schedule of delivery and the penalty clause, as mentioned in the Tender document was highlighted.
5. Based on query raised, followings were reiterated and clarified as per the clauses mentioned in the RFP: -
 - (i) The bidding agency must have been in operation for a minimum period of 5 years as on 1st April 2020.
 - (ii) MSEs would be exempted from payment of EMD, subject to furnishing of relevant and valid certificate for claiming exemption” as specified in the RFP Document.
 - (iii) It was clarified that the total payment to the agency / production house from a single client in any one year out of the three years (2017-18, 2018-19, 2019-20) should be of an amount of at least Rs.1 Crore for production of TV commercials.
6. It was conveyed that the deadline for submission of bids is **1500 hrs. on 01st December, 2020.** The technical bids (for initial scrutinizing of documents) would be opened on the same day at 1600 hrs. The bidders are expected to be present during the opening of the technical bids. The financial bids of the technically eligible bidders shall be opened by a

Constituted Committee. The bidders who are technically qualified shall be asked to be present for opening of the financial bids, the date and time for which will be conveyed separately.
